

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Tenant's Name],

Subject: Late Rent Payment Notice

I hope this message finds you well. I am writing to remind you that your rent payment for the month of [Month] was due on [Due Date] and has not yet been received. As of today, the total amount due is [Amount Due].

As per our rental agreement, timely payment is essential for maintaining our landlord-tenant relationship. I understand that circumstances can arise unexpectedly, and if you are facing difficulties, please reach out to discuss your situation.

Please arrange for the payment to be made by [New Deadline] to avoid any late fees or further actions.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Property Management Company Name, if applicable]